



<https://bestjob.jobsareahub.com/job/back-office-assistant/>

## Amul Recruitment 2023 – Private Jobs – Back Office Assistant r Post

### Job Location

India  
Remote work from: India

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### Base Salary

Rs. 22,000 - Rs. 50,000

### Qualifications

Graduate.

### Employment Type

Full-time

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### Description

## Amul Recruitment 2023

Sure, here is a professional job description for a Back Office Assistant position at Amul:

**Job Title:** Back Office Assistant

**Department:** Administration

**Location:** Multiple locations

### Summary:

We are looking for a Back Office Assistant to join our team at Amul. The ideal candidate will be a highly organized and efficient individual with excellent communication and interpersonal skills. The Back Office Assistant will be responsible for providing administrative support to the back office team, including:

- Processing orders and invoices
- Maintaining customer records
- Handling correspondence
- Filing and organizing paperwork
- Providing customer service

### Responsibilities:

### Hiring organization

Amul

### Date posted

July 5, 2023

### Valid through

31.12.2023

APPLY NOW

- Process orders and invoices
- Maintain customer records
- Handle correspondence
- File and organize paperwork
- Provide customer service
- Other administrative tasks as assigned

#### **Skills and Qualifications:**

- High school diploma or equivalent
- 1+ years of experience in a back office or administrative support role
- Excellent written and verbal communication skills
- Strong organizational and time management skills
- Ability to work independently and as part of a team
- Proficiency in Microsoft Office Suite

#### **Experience as a Fresher:**

- Freshers can apply for this role if they have a strong academic background and excellent communication and interpersonal skills. They should also be eager to learn and grow.

#### **Benefits:**

- Competitive salary and benefits package
- Opportunity to work with a leading dairy company
- Chance to make a significant impact on the company's operations
- Collaborative and supportive work environment

**Important Links** Opportunities for professional development and growth

**Find the Link in [Apply Now](#) Button**

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